

September 15, 2006

**STATE OF WASHINGTON
DEPARTMENT OF GENERAL ADMINISTRATION
DIVISION OF ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WASHINGTON**

NOTICE TO ENERGY SERVICE COMPANIES (ESCOs)

ESCO consultant services are required to identify, finance, design and install energy and utility conservation measures for Project No. 2007-041, at various state agencies, colleges, schools, and municipalities.

SELECTION PROCESS

This is a pre-qualification of ESCOs for future energy savings performance contracting (ESPC) projects. There is no minimum number of ESCOs to be qualified and there is no minimum amount of work to be guaranteed for pre-qualified ESCOs. The pre-qualified list of ESCOs will be used for at least two years. Individual public agencies may select ESCOs from the pre-qualified list. Agencies may also interview ESCOs prior to their selection.

ESCOs will be considered for selection based upon their proven ability to identify, design, finance, install, commission, and monitor the operation and maintenance of energy and utility conservation measures. ESCOs must be a licensed Washington State contractor at the time of submittal and have engineers and/or architects licensed in the State of Washington as part of the ESCO team. Following an evaluation of the ESCO's written response to this Request for Qualifications (Phase I), qualified ESCOs, as determined by the Selection Board, will be asked to participate in Phase II of the selection process.

Phase II will consist of an oral interview and presentation of an ESCO energy audit. During the oral interview the ESCO will describe their qualifications and will also present the findings of an energy audit completed by the ESCO. The audit, to have been completed within the past two years, should not only describe the energy and utility efficiency measures identified, but also how the ESCO proposed to finance and price the recommended measures. Pricing will include an itemized breakdown of all costs and fees related to the recommended measures. If the ESCO's original audit did not include a pricing breakdown then the ESCO shall attach an addendum describing the costs associated with the recommended measures. ESCOs will submit the audit with the submission of their qualifications for Phase I.

SCOPE OF WORK

This project is for energy performance contracts throughout the State of Washington. The Department of General Administration will provide project management services to agencies, colleges, schools and municipalities who select ESCOs pre-qualified by the department. ESCO services will include: conducting and providing an investment grade energy and utility conservation audit of various public facilities; engineering and design of approved conservation measures; financing for the measures, including assistance with maximizing utility rebates; purchase and installation of the conservation measures; construction administration services; guarantee of costs; guarantee of savings; commissioning of the measures; monitoring and verification of savings; and ongoing engineering assistance to ensure that savings are achieved. The scope of work may also include the installation of renewable energy projects, such as solar, wind, geo-thermal and other renewable energy projects.

ESCO's Statements of Qualifications for this project will, at a minimum, describe the following:

EXPERIENCE

1. the ESCO's experience in auditing and identifying energy and utility conservation projects. Provide a list of all projects completed in the past five years, including contract value, client contact and client phone number. For firms in business less than five years, document the above information for actual time in business;
2. the ESCO's experience with designing, costing and managing the construction of heating system upgrades (including steam), chilled water system upgrades, heating and air conditioning systems, heat recover, energy management and control systems, lighting and lighting control systems, water conservation, and other utility system improvements;
3. the ESCO's experience securing utility incentives for its customers;
4. the qualifications of ESCO staff who will be assigned to this project and of any sub-consultants included on the ESCO's team;

MANAGEMENT APPROACH

5. the ESCO's organizational structure and management approach to the project. Clearly describe the roles and responsibilities of all ESCO staff who will be assigned to this project and of any sub-consultants included on the ESCO's team. For sub-consultants describe the ESCO's prior experience working with the sub-consultant;
6. the method for contracting the installation of the measures, maintaining cost competitive pricing, and whether the ESCO uses open book pricing. For ESCOs with the ability to self-perform construction and/or who represent equipment vendors, the method for maintaining cost competitive pricing will be critical;
7. how potential hazardous materials encountered in the installation of energy conservation measures will be managed; and whether the ESCO has been cited by the Washington Department of Ecology, Federal Environmental Protection Agency, or any other regulatory agency for inappropriate handling, transportation or disposal of hazardous materials;
8. how Minority and Women Owned Business (MWBE) enterprises will be utilized on the project;
9. the ESCO's policies and procedures for recycling materials such as lamps, ballasts, fixtures, ceiling tiles, and, other recyclable materials;

COMPUTATION OF ENERGY BASELINE AND POST-INSTALLATION ENERGY USE

10. the methodology to compute energy and utility baselines and the methodology for calculating post-installation savings, including the methodology when individual buildings may lack separate metering. Also, describe the ESCO's equipment and personnel capabilities to monitor energy usage, both pre and post retrofit;

RANGE OF SERVICES

11. the range of energy and utility management services provided by the ESCO, including whether the ESCO has the capability to provide the following services: energy audit, financing, design, general contracting, construction management/administration, testing and balancing, commissioning, warranty services, measurement and verification of savings, savings guarantees and facilitating utility participation to maximize utility rebates and incentives;

FINANCING ABILITY

12. the ESCO's financing ability, including sources of funding for the installation of energy and utility conservation measures. Provide letters of commitment from funding sources or from ESCO's Chief Financial Officer if self-funded. **Tax-exempt municipal lease financing does not qualify for ESCO financing ability;**

SAVINGS AND EQUIPMENT PERFORMANCE GUARANTEES

13. the ESCO's energy and cost savings guarantee policies and procedures, including remedies when actual savings are lower than the ESCO's estimates and guarantees;

14. the ESCO's project cost guarantees and remedies when project costs exceed ESCO estimates;

15. the ESCO's equipment performance guarantee policies and procedures, including information on the ESCO's warranty enforcement role and the ESCO's responsibility, if any, when there is an equipment failure beyond the warranty period and when the agency or school has financed the project and assumed ownership of the installed equipment;

16. the risks associated with this type of project, whether financial, technical, legal, political, etc. and whether associated with the owner, ESCO, equipment vendors, sub-consultants or others, and how the ESCO will identify and mitigate those risks.

The period of performance for these consultant services shall commence once an Agreement is properly signed and expires on June 30, 2009 unless altered or amended.

MWBE requirements for this project are 0% for Minority Business Enterprises and 0% for Women's Business Enterprises. However, MWBE participation is strongly encouraged.

ESCOs will be considered for selection based upon the following weighted criteria: Experience (100%); Management Approach (100%); Baseline Computation (100%); Range of Services (100%); Financing Ability (100%); and, Savings and Performance Guarantees (100%).

ESCOs desiring consideration shall submit five (5) Statements of Qualifications, which shall include the following: completed and signed new combined Federal Form 330; responses to the above sixteen (16) topics; energy audit with cost and pricing breakdown, and, any other pertinent information which may assist the Selection Board in evaluating the ESCO's qualifications. To qualify for consideration, the ESCO's five (5) Statements of Qualifications must be delivered to and be date/time stamped by the Division of Engineering & Architectural Services' receptionist prior to 5:00 PM, October 9, 2006. The preferred method of submittal is via CDs. Address submittals to: Division of Engineering & Architectural Services, 210 West 11th, Room 206, General Administration Building, PO Box 41012,

Olympia, WA, 98504-1012, Attention: Jo Ann M. Cabiao. NO FAXED SUBMITTALS WILL BE ACCEPTED.

Anticipated date for interviews is October 25, 2006.

Questions regarding this project should be directed to Kathi Fyfe, Management Analyst, Engineering & Architectural Services, phone 360-902-7224. Questions regarding the project's selection process should be directed to Jo Ann Cabiao, 360-902-7231.

The State of Washington is an affirmative action employer.